



November 10, 2010

Number: U0003

The City of San Diego is accepting resumes for the unclassified position of

**DEPUTY DIRECTOR,  
SAN DIEGO PUBLIC LIBRARY**

- Salary Range:** Open within an established range of approximately \$95,000 - \$115,000 annually, dependent on qualifications and experience.
- Recruitment:** Open to all Qualified Candidates.
- Filing Deadline:** **January 31, 2011.** Candidates are encouraged to apply promptly as interviews and selection may begin upon receipt of resumes from qualified individuals.

**The City:**

With more than 1.3 million people, the City of San Diego is the eighth largest city in the United States and the second largest in California. The City of San Diego's diverse population, great educational institutions, unsurpassed quality of life and world-renowned location makes it the ideal place to work, live and play.

As one of the region's largest employers, the City of San Diego has a combined Fiscal Year 2011 operating budget of approximately \$2.8 billion and employs over 10,000 highly dedicated employees. Additional information about the City of San Diego can be obtained on the City's website: [www.sandiego.gov](http://www.sandiego.gov).

**The Department:**

The San Diego Public Library System serves the residents of the City of San Diego, which encompasses an area of 342 square miles. The Library System consists of the Central Library, 35 branch libraries, and the highly acclaimed adult literacy program office (READ/San Diego). The Department serves the educational, cultural, business and recreational needs of San Diego's diverse communities through its collection of more than 3.6 million books and audio-visual materials, 3,888 periodical subscriptions, 1.6 million government documents and over 265,000 books in 25 languages other than English. Electronic access is provided to the library catalog and many index and full-text databases in all library facilities and via the Internet. The Library Department's annual budget is \$34M with approximately 360 full-time equivalent staff members that are diverse, talented, and highly dedicated.

**The New Central Library:**

On July 28, 2010, a standing-room-only crowd of library supporters joined Mayor Jerry Sanders and City and State officials to break ground on San Diego's New Central Library. The facility, slated to open in 2013, will be a new center for literacy, learning and community engagement in San Diego. The New Central Library will meet many objectives. It will be a new civic icon that embodies San Diego's commitment to the future serving the community's needs for literacy, information and knowledge in the 21st century.

The Department's mission is:

*To inspire lifelong learning through connections to knowledge and each other.*

**The Position:**

Under the general direction of the Library Director, the Deputy Director is responsible for planning, directing, and coordinating the daily operation of a division of the San Diego Public Library System. The Deputy Director will assist the Library Director in the administration and operations of the Library Department; recommend and develop program and policy changes; recruit and retain high performing staff to advance the mission and goals of the organization; coordinate activities and functions of public services, such as branch libraries and/or the Central Library; administer technical services; recommend, plan, organize and coordinate special projects; initiate and plan surveys of library services and facilities; interpret City policies and procedures; and direct the preparation of monthly, annual and special reports. In addition, the Deputy Director will assist the Library Director in the development and justification of the department budget; speak before civic groups and organizations regarding library policies, procedures and services; attend national, state, and local meetings and conferences; assist in the implementation of the strategic plan and other City plans; and perform other duties as assigned.

**Qualifications:**

The ideal candidate will possess the following qualifications:

- Knowledge of trends and best practices in public librarianship;
- Substantial, progressively responsible supervisory and staff development experience, which demonstrates the ability to administer a major division of a public library similar to that of San Diego;
- Genuine commitment to meeting the needs of a dynamic and diverse City through innovative library programs as well as traditional library programs;
- Genuine interest and ability to manage diversity in the work place and incorporate diversity in high performing teams;
- Strong political acumen, especially in dealing with sensitive issues surrounding community-interest groups;
- Ability to be flexible and responsive to a dynamic library and city environment;
- Strong analytical skills;
- Working knowledge of budget and project development/management, including new library facilities, patron self-service options, library automation systems and information systems technology;
- Proven track record in developing programs and services;
- Proven track record in meeting deadlines;
- Excellent written and verbal communication skills;
- Proven ability to make presentations in a variety of settings; and
- Understanding of personnel and labor relations principles, policies and procedures.



Any combination of education and experience that demonstrates these qualifications may be qualifying. A typical way to qualify would be possession of a Master's Degree in library science **and** five years of progressively responsible experience as a professional librarian in managing a large urban library division.

**Management Benefits:**

The successful candidate will be eligible for participation in the City's Flexible Benefits Plan that offers several optional benefit plans or a taxable cash option; \$50,000 in City-paid life insurance; paid annual leave accruing at 22 days per year for the 1<sup>st</sup> through the 15<sup>th</sup> year of service; defined benefit City retirement with CalPERS reciprocity for those with eligible service and a mandatory 1% contribution to the 401(a) plan and .25% contribution to a retiree medical trust (with a City match to each); and optional deferred compensation (457) and 401(k) programs. Retirement benefits for current City employees may differ for this unclassified position. For further information contact Risk Management at (619) 236-6600. The benefits currently offered to employees may be subjected to future modifications.

**Selection Process:**

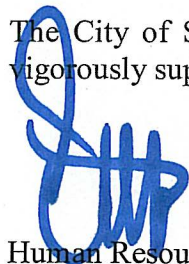
To be considered for this position, please submit **two copies of each of the following**: your current resume, a letter of interest highlighting your relevant work experience and a list of three work-related references in an envelope marked "***CONFIDENTIAL: Unclassified Recruitment – Deputy Director, San Diego Public Library***" to:

**The City of San Diego, Human Resources Department  
1200 Third Avenue, Suite 1316  
San Diego, CA 92101**

Submission may also be sent via email to [pholmberg@sandiego.gov](mailto:pholmberg@sandiego.gov).

Following the closing date, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to interview. If you have any questions, please contact the City's Human Resources Department at (619) 236-6313.

The City of San Diego has an active Equal Opportunity/ADA Program for employment and vigorously supports diversity in the workplace.



Human Resources Director

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